

## Eastern Illinois University The Keep

---

Minutes

Faculty Senate

---

1972

October 23, 1972

Faculty Senate

Follow this and additional works at: [https://thekeep.eiu.edu/facsen\\_mins](https://thekeep.eiu.edu/facsen_mins)

---

### Recommended Citation

Faculty Senate, "October 23, 1972" (1972). *Minutes*. 517.  
[https://thekeep.eiu.edu/facsen\\_mins/517](https://thekeep.eiu.edu/facsen_mins/517)

This Article is brought to you for free and open access by the Faculty Senate at The Keep. It has been accepted for inclusion in Minutes by an authorized administrator of The Keep. For more information, please contact [tabruns@eiu.edu](mailto:tabruns@eiu.edu).

E A S T E R N I L L I N O I S U N I V E R S I T Y

FACULTY SENATE

Minutes of October 23, 1972

MEMBERS PRESENT: Doughty, Elliott, Katsimpalis, Trank, Downs, Lenihan, Owens, Smith, Wiseman, Maurer, Johnson, Whalin, MacLaren, Knott, Shuff

FACULTY VISITOR: Audrey Blankenbaker

STUDENT VISITOR: Jerry Idoux

The minutes of October 16, 1972 were approved with the following under Old Business: Mr. Hinson met with the Faculty Senate to orally express the views of COTE concerning the proposed restructuring of University Councils. Cal Smith expressed approval of the additional information included in the minutes.

EXECUTIVE COMMITTEE REPORT

Lenihan reported on the request of the Faculty Senate for the President, Vice-President, Provost, and Director of Student Teaching to meet with the Faculty Senate. They will meet with the Senate on October 30, 1972 to discuss the departmental status of Student Teacher Coordinators.

COMMITTEE REPORTS

Elliott reported that he had not contacted S. R. Steele concerning his request to name the new lecture hall in the Science building addition.

A motion was made by Maurer, seconded by Knott, that the Senate approve Dr. Steele's recommendation for the naming of the Physical Science Building Lecture Hall. The motion passed with 12 yes, 3 abstentions.

COMMUNICATIONS

1. Memorandum from the Theatre Arts staff concerning the voting regulations for selecting the Chairman of the Theatre Arts Department.

A motion was made by Maurer, seconded by Owens, that the communication be marked received and defer action pending clarification from the Provost. The motion passed unanimously.

A motion was made by Smith, seconded by Whalin, to publish the memorandum from the Theatre Arts staff. The Senate has serious reservations about the procedure of electing the Chairman. The motion failed with 4 yes, 10 no, 1 abstention.

2. Publication Board minutes for September 26 and October 10, 1972.
3. Memorandum from W. Green (See Appendix A)
4. Minutes of the Council on University Planning for October 11, 1972.
5. Memorandum from President Fite on Library Personnel.

A motion was made by Owens, seconded by Elliott, to publish the memorandum from President Fite (See Appendix B). The motion passed with 11 yes, 1 no, 1 abstention.

#### OLD BUSINESS

##### 1. Restructuring of University Councils.

A motion was made by Maurer, seconded by Elliott, that we table the restructuring of University Councils until November 6, 1972. The motion passed with 10 yes, 1 no.

##### 2. UPC-AFT--considerable discussion of University Governments followed the consideration of the report. Particular concern was the original appointment of the UPC. The following motion was made in an attempt to understand the authority of the UPC.

A motion was made by Whalin, seconded by Smith, to table for one week the report of the UPC-AFT Committee. The motion passed with 10 yes, 1 abstention.

A motion was made by Smith, seconded by Owens, to publish the Faculty Senate Constitution with this week's minutes and once a year in the future. (See attached Constitution) The motion passed unanimously.

A motion was made by Maurer, seconded by Owens, to suspend the Agenda. The motion passed unanimously.

#### NEW BUSINESS

##### Proposed Instructional Load Plan.

A motion was made by Maurer, seconded by Smith, to request the President to delay the implementation of the Instructional Load Plan and to publish the three page plan. (See Appendix D) The motion passed unanimously.

The meeting adjourned at 1:55 p.m.

The next meeting will be held on Monday, October 30, 1972, at 12:00 p.m.

#### AGENDA

1. By-Laws
2. Reapportionment of University Councils (November 6, 1972)
3. Improvement of College Teaching
4. Student Bill of Rights
5. Trimester System Committee Report due on November 6, 1972
6. Teacher Evaluation, Fall, 1972

Robert C. Wiseman  
Secretary

## Appendix A

TO: Faculty Senate

FROM: William E. Green, Head, Department of Management

DATE: October 13, 1972

SUBJECT: Restructuring Academic Councils  
Faculty Senate Minutes, October 2, 1972

The proposal as outlined in the minutes for restructuring the CAA, the CGS, and COTE raises some question of logic in my mind. One, why burden four faculty members from one school with work that could be accomplished by perhaps two. I see no logic in the allocation of large numbers from one school when each school may be adequately represented by one member perhaps with the exception of Arts and Science which might very logically have one from Arts and one from Science, and perhaps the School of Education might find two areas of representation more effective. The lumping of four schools with two representatives does not appear to be logical or reasonable. Why not simply allocate one representative to each of these schools and eliminate the two at-large members. Faculty members are all somewhat specialized and the at-large representation would simply fall on one school or perhaps one department. I believe these councils could be handled very effectively if each council had two representatives from Arts and Science, two from Education, and one each from the other schools.

William E. Green

mm

## Appendix B

### MEMORANDUM

E A S T E R N I L L I N O I S U N I V E R S I T Y

Office of the President

TO Mr. Lenihan DATE October 13, 1972

This is to notify the Faculty Senate that I am implementing the policies relating to library personnel which were submitted to the Senate for review some weeks ago.

I should explain that the head of a department in the library is not the same as one in a regular academic department. He or she does supervise particular operating units, but the library staff has only one head and that is the Director. There is also only one personnel committee for the library which is considered as a single department for that purpose.

## Appendix B (con't)

When the Learning Resources Center is operational, the relationships between individuals who work both in the Audio-Visual Center and the Learning Resources Center will be clarified. At the present time, professional people in the Audio-Visual Center are administered by the Head of the Department of Instructional Media and the Audio-Visual Center, Dr. Scholes. As I have indicated, further clarification may be necessary when the Learning Resources Center becomes operational on the basis of the plans which have been made.

Gilbert C. Fite

C

cc: Dr. Szerenyi  
Vice President Moody

## Appendix D

### FACULTY TEACHING LOADS

#### SEMESTER-SYSTEM

#### 1. Definition

Teaching loads for faculty are generally based on a standard of 12 semester hours/semester. However, in order to make some differentiation between different sorts of classes--laboratory, large, graduate, etc.--faculty teaching loads are measured in teaching units. Teaching one three-semester hour lower division lecture-discussion class (3-0-3) with an enrollment of at least 15 students yields three units. The standard faculty teaching load for an academic year (two semesters) is 24 units. The standard faculty teaching load for a summer term of two months is six-eight units.

#### 2. Table of Teaching Units

		SEMESTER HOURS					
		1	2	3	4	5	
T Y P E O F C L A S S	A lecture-discussion class with enrollment 15-70	1.5	2	3	4	5	T E A C H I N G  U N I T S
	a. A class in Eng. 1001,1002						
	b. A lecture-lab or lecture-studio class	1.5	3	4	5	6	
	c. A graduate class with enrollment of 5 or more						
	A class with enrollment of 71 or more	2	3	4.5	6	7.5	
	a. A LD class with less than 15 enrollment	0	0	1	1	1	
	b. An UD class with less than 10 enrollment	0		1	1	1	
	c. A G class with less than five enrollments	0	1	1	1	1	

## Appendix D (con't)

Notes: All enrollments are as of 10th day (official count day) rosters.  
LD classes are numbered 0000-2999.  
UD classes are numbered 3000-4999.  
Grad classes are numbered 5000 and above.

### 3. Special Calculations

- a. Applied Music and Music Techniques. 18-25 contact hours/week for one semester is the equivalent of 12 units.
- b. Student Productions in Music, Theatre Arts. Credit will be given for directing musical organizations or preparing college productions, usually on an hour for hour basis.
- c. Student-Teacher Coordination. Seven students registered for a semester's teaching practicum (12 s. hrs.) is the equivalent of three units.
- d. Independent Study. (1) Three undergraduate students enrolled in individual instruction courses carrying three semester hours credit will be the equivalent of one unit. (2) Two graduate students enrolled in individual instruction (exclusive of thesis) carrying three semester hours credit is the equivalent of one unit.
- e. Thesis. Supervision of one completed master's thesis or field study (3 sem. hours) is the equivalent of one unit.
- f. For any class taught jointly by more than one teacher or to which more than one teacher is assigned or claiming credit, the teaching unit value of the class is calculated in accordance with the foregoing sections and is distributed among the faculty members involved. If the enrollment is 30 or more, full credit is awarded to each teacher.
- g. When two classes are combined under one faculty member or he schedules two classes to meet together, he receives credit for teaching one class with the combined enrollment.
- h. Classes regularly taught by teaching assistants, assistant instructors, lecturers, or visiting faculty members may not be assigned to other faculty members for the purpose of computing teaching loads.

### 4. Teaching Loads for Certain Instructional Personnel

The minimum academic year teaching load for certain academic administrators and special personnel is as follows: (Examples below)

- a. Deans: Three units.
- b. Assistant Deans and Assistants to Dean. Six units.
- c. Department Chairman. Ten units if FTE faculty department is 10 or more. Twelve units if FTE faculty is less than 10.
- d. Director of Composition (English). Fifteen units.
- e. Journalism Supervisor. Twelve units.
- f. Director of Faculty Research. Fifteen units.
- g. Chairman of Afro-American Studies, Pre-Engineering Studies, Social Studies. Eighteen units.
- h. Chairman, Medical Studies. Fifteen units.
- i. Division Director. Twelve units.
- j. School Graduate Program Supervisor. Twelve units.
- k. Director, Art Gallery. Fifteen units.

### 5. Special Cases

Upon recommendation of the Department Chairman and concurrence of the Dean, the VPAA may waive a part of the minimum standard teaching load for (1) various individuals such as Chairman Council on Academic Affairs, Chairman Faculty Senate, and Chairman University Personnel Committee; (2) other faculty members who have an extraordinarily heavy load of non-teaching duties; (3) faculty members engaged in research.

### 6. Responsibility of Department Chairman

- a. Department chairmen shall construct teaching schedules in accordance with minimum teaching load standards. In cases in which a faculty member's teaching load does not develop as projected, such as when a small class is cancelled, the VPAA may assign other duties as recommended by the Department Chairman and the Dean.
- b. During the third week of each semester, each Department Chairman will submit to his Dean a report showing the teaching load for each member of his department and, in each case where an individual member's load does not comply with the above standards, an explanation of how the individual is in fact carrying a full workload.

# FACULTY SENATE CONSTITUTION

## EASTERN ILLINOIS UNIVERSITY

### PREAMBLE

This constitution evolves from twin premises: that the primary function of the University is the preservation, extension, and dissemination of knowledge; and that direction of the University is both the right and the responsibility of all who perform this function. Thus the Faculty Senate, in providing guidance to the President in his administration of University affairs, must represent all faculty and speak as the authoritative faculty voice. Further, in all actions it may take, the Faculty Senate must be responsive to the common and several needs not only of faculty but of all students and of all other members of the academic community involved in sustaining the climate of learning.

### ARTICLE I

#### Functions

Section 1: The Faculty Senate is the official representative voice of the faculty.

Section 2: The faculty is, for purposes of this constitution, defined as all permanent staff holding the rank of Executive Assistant, Lecturer, Instructor, Assistant Professor, Associate Professor, and Professor. The term permanent here means staff holding other than temporary, substitute or part-time appointments.

Section 3: All matters affecting the welfare of the University and of the persons composing it are the necessary concern of the Faculty Senate; except where otherwise specified in statute law, or in the published policies of the Board of Governors of State Colleges and Universities, the Faculty Senate may initiate and consider any and all matters affecting that welfare.

### ARTICLE II

Relationship Among the Faculty Senate, the Administration, and the Student Body.

Section 1: The Faculty Senate shall establish and maintain open and regular channels for communication with the Student Senate and with other appropriately responsible members of the student councils and committees about actions taken on matters affecting the welfare of the University.

Section 2: The Faculty Senate shall establish and maintain open and regular channels for communication with the President and with other appropriately responsible members of the administration about actions taken on matters affecting the welfare of the University.

Section 3. The President of the University has authority to reject any Faculty Senate action, but his rejection should be in the form of a written communication to the Chairman of the Senate which should state the reasons for his opposition and which should reach the Chairman of the Senate within thirty days of the original Faculty Senate action. By a two-thirds vote of the Faculty Senate, the Senate may reinitiate any action to which the President has not responded after thirty days.



By a two-thirds vote of its membership, the Faculty Senate may appeal any rejected measure, through the office of the President, to the Board of Governors. In such case the Faculty Senate shall draft an explanation of its appeal, with copy to the President, and shall appeal to the Board in accordance with Board policy.

### ARTICLE III

#### Membership and Elections

Section 1: The Faculty Senate shall be elected from and by the members of the faculty, except that the President and the respective Vice Presidents of the University shall be ineligible for membership.

Section 2: Members of the Faculty Senate shall be at least in their sixth quarter of appointment in the University.

Section 3. The number of Senators shall be fifteen at all times. (a) Five members shall be elected each Spring for terms of three years. (b) All those designated as faculty in Article I, Section 2, shall be eligible to vote. (c) Other necessary election procedures shall be established by the Faculty Senate through its By-Laws.

Section 4: By a petition of twenty percent of the faculty for his recall, a member of the Faculty Senate must stand for a special election within two weeks of the presentation of such petition to the Faculty Senate. If the member receives a majority of the votes cast at the special election, he shall serve out the remainder of his term. If he shall lose the special election, the next highest alternate shall serve out the remainder of the term.

Section 5: The Student Senate shall be requested to appoint three students to sit regularly as non-voting advisory members of the Faculty Senate.

### ARTICLE IV

#### Officers and Executive Committee

Section 1: The Faculty Senate shall elect from its membership a Chairman, a Vice-Chairman, and a Secretary, who together shall constitute the Executive Committee of the Senate. The Chairman of the Senate shall preside at all meetings of the Faculty Senate and of the Executive Committee.

Section 2. In the absence of the Chairman of the Senate, the Vice-Chairman shall serve in his place. In the event the Chairman shall resign or be unable to continue in office, the Vice-Chairman shall serve out the Chairman's term and a new Vice-Chairman shall be elected.

### ARTICLE V

#### Committees

Section 1: The Faculty Senate shall establish standing committees with such responsibilities as the Faculty Senate has the power to confer. All existing committees, commissions, boards, and councils of the faculty shall, from the adoption of this constitution, be committees of the Faculty Senate and subject to all provisions of this article. The Council of Faculties, however, is explicitly excluded from the provisions of this article.

Section 2: The Faculty Senate may create such special committees as it deems necessary for the execution of its responsibilities; such special committees shall be discharged upon the completion of their assigned duties.

Section 3. Upon petition by five percent of the faculty, other than members of the Faculty Senate, the Faculty Senate shall review any action taken by any other major committee (Personnel Committee, Council on Academic Affairs, Council on Teacher Education, Council on Graduate Studies, and Council on Faculty Research). Upon its own initiative the Faculty Senate may review any action taken by other than major committees. Any review must be initiated not more than fifteen days after the original action is reported. After such review the Faculty Senate may by a two-thirds vote of its total membership affirm, return for reconsideration, or recommend Presidential veto of any action of any of its committees.

Section 4: Individual faculty members who consider themselves unjustly treated by the Personnel Committee may request Faculty Senate review without a supporting petition from the faculty. In such instances the Faculty Senate by a majority vote may affirm the Personnel Committee action or may request reconsideration by the Personnel Committee.

Section 5: Upon presentation to the Chairman of the Faculty Senate of a petition signed by a majority of the members of the faculty any action by the Faculty Senate shall be rescinded.

## ARTICLE VI

### Faculty Senate Meetings

Section 1: The Faculty Senate shall meet at least twice monthly when the University is in session. The date of the regular meetings shall be determined by the Faculty Senate as a whole.

Section 2: Special meetings of the Faculty Senate may be held at any time at the call of the Chairman or at the written request of any three members of the Faculty Senate.

Section 3: A quorum of the Faculty Senate shall be ten members.

Section 4: The right to address the Faculty Senate shall be open to any faculty member upon written request to the Chairman, and the subject of his request shall appear on the agenda.

Section 5: Meetings of the Faculty Senate shall be open to the University community except when the Faculty Senate is in executive session. Executive sessions shall be held only in circumstances specifically permitted by Illinois law with only voting members of the Faculty Senate present.

Section 6: Robert's Rules of Order shall be the parliamentary authority for all meetings of the Faculty Senate, of the committees of the Senate, and of the general faculty.

## ARTICLE VII

### General Faculty Meetings

Section 1: Quarterly and special meetings of the faculty shall be conducted by the

Chairman of the Faculty Senate.

Section 2. Special meetings of the faculty shall be called by the Chairman of the Faculty Senate upon petition by fifty or more faculty members or upon request of the President.

#### ARTICLE VIII

##### Amendments

Section 1: By a two-thirds vote of the Faculty Senate membership a proposal to amend this constitution may be submitted to the general faculty for vote.

- a. A copy of the proposed amendment shall be distributed through the campus mail to each faculty member at least two weeks before a vote is taken. In the interim, a general meeting shall be called for the purpose of discussing the proposal only.
- b. Vote on the proposal shall be by secret ballot at a time subsequent to the meeting.
- c. To succeed, an amendment must receive a majority of the votes cast.

Section 2: Upon petition by ten percent of the faculty, a proposed amendment shall be presented directly to the general faculty, and the proposal must then pass through stages a., b., and c., of Section 1 of this article.

#### ARTICLE IX

##### By-Laws

Section 1: Upon receiving a majority vote of the total membership of the Faculty Senate, a by-law shall be adopted unless ten percent of the faculty by petition ask for a referendum.

- a. Within three weeks after such petition has been received requesting a referendum on the by-law, the Faculty Senate shall conduct a vote by secret ballot.
- b. To defeat the proposed by-law adopted by the Faculty Senate, a majority of the votes cast must be cast in opposition.

Section 2: By a vote of two-thirds of the total membership of the Faculty Senate, a by-law may be revoked, unless a majority of the faculty members voting show opposition, such opposition to be demonstrated by the petition-referendum procedure described in Section 1 of this article.

#### ARTICLE X

##### Ratification

Section 1: A general faculty meeting shall be called for the purpose of discussing the provisions of this constitution.

Section 2: No sooner than one week after and no later than two weeks after the above faculty meeting, the faculty shall approve or reject this constitution by a secret ballot.

Section 3: The constitution shall be considered ratified when approved by a majority of those voting. For the ratification ballot only, eligible voters shall include all categories of University staff eligible to vote in the last previous election of Faculty Senate members.

Section 4: After the first election under the new constitution, the ten Faculty Senate members with uncompleted terms in the outgoing Faculty Senate shall complete the terms to which they were elected.

Section 5: The nominations Committee and the Elections Committee of the outgoing Faculty Senate shall conduct the first election for the new Faculty Senate. The outgoing Faculty Senate shall set the time and place for the first meeting of the new Faculty Senate.